

## EMPLOYMENT APPLICATION

*Please Answer All Questions. Resumes Are Not a Substitute for A Completed Application. We are an equal employment opportunity employer. THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Middle Last

Phone: \_\_\_\_\_ Cell/Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Present Address \_\_\_\_\_  
Street Apartment/Unit Number City State Zip

Position Applying For: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ Desired Compensation: \_\_\_\_\_

Type of employment desired?       Full-Time       Part-Time (Specify Hours) \_\_\_\_\_

Are you willing to work overtime?       Yes  No

If under the age of 18, can you produce the necessary work certificate at the time of employment?       Yes  No  Not Applicable

*If applicable*, which foreign languages can you speak, write, or understand? \_\_\_\_\_

*If applicable*, list the states you hold a Mortgage Loan Originator license in: \_\_\_\_\_ NMLS #: \_\_\_\_\_

*If applicable*, list any other names by which you have been known. (EXAMPLES: Name Change, Use of Assumed Name, Nickname, etc.)

Have you previously applied for employment with Metropolitan Home Mortgage, Inc.?       Yes       No

If Yes, what position did you apply for? \_\_\_\_\_ Date Applied: \_\_\_\_\_

Have you ever been employed by Metropolitan?       Yes       No      Job Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

How do you hear about us? \_\_\_\_\_

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School					
College					
Graduate/ Professional					
Trade or Online					

List any other training or specific skills: \_\_\_\_\_

## EMPLOYMENT APPLICATION

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. Attached additional sheets, if needed. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer "see resume".

**EMPLOYER # 1:** \_\_\_\_\_  
Name of Employer Address Type of Business

Job Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact?  Yes  No If No, why not? \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYER # 2:** \_\_\_\_\_  
Name of Employer Address Type of Business

Job Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact?  Yes  No If No, why not? \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**EMPLOYER # 3:** \_\_\_\_\_  
Name of Employer Address Type of Business

Job Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact?  Yes  No If No, why not? \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**REFERENCES (Optional)**

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (supervisor or co-worker)	PHONE and E-MAIL

PERSONAL REFERENCES	HOW MANY YEARS?	E-MAIL	PHONE

## EMPLOYMENT APPLICATION

### APPLICANT CERTIFICATION

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

**This COMPANY is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the COMPANY or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the COMPANY is authorized to enter into an agreement - express or implied – with me or any applicant for employment for a specified period of time unless such an agreement is in a written contract signed by the Executive Director of the COMPANY. If hired, I agree to conform to the rules and regulations of the COMPANY, and I understand that the COMPANY has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.**

I authorize the COMPANY or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the COMPANY or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the COMPANY and its representative for seeking such information and all other persons, corporations, or COMPANYs furnishing such information. Further, if hired, I authorize the COMPANY to provide truthful information concerning my employment to future employers and hold the COMPANY harmless for providing such information.

In consideration of the receipt and evaluation of this application by Company, I agree and represent that:

- I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the church for either employment or the providing of any benefit.
- I agree and understand that reference checks will be conducted prior to employment. In addition, I agree that if I am offered employment, the offer is contingent upon a Criminal Background Check prior to commencing employment, and that the offer may be withdrawn if the background check reveals a conviction that would affect, taking into account the relevant factors, my suitability for employment.

If hired by this COMPANY, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this COMPANY. I also understand this COMPANY employs only individuals who are legally eligible to work in the United States.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

I CERTIFY THAT ALL THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

DO NOT SIGN UNTIL YOU HAVE READ ALL THE INFORMATION CONTAINED IN THIS APPLICATION.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_